



FACILITIES COORDINATOR

Job Description

GENERAL DESCRIPTION

The Facilities Coordinator is responsible for supporting Mission Point departments through the planning, oversight, and honing of current, and future, facility needs.

ESSENTIAL JOB FUNCTIONS

- Oversee, schedule, and develop necessary teams to carry out facility needs of the church. This includes training, organizing, and scheduling volunteers.
 - Set-Up Teams
 - Tear-Down Teams
 - Parking Teams, when needed
- Responsible for creation and upkeep of departmental policies and procedures, including appropriate training and evaluation processes.
- Provide meaningful care and connection opportunities for Facility teams to foster unity among the team.
- Serve as liaison and maintain communication between the MPCC staff and WCHS PAC regarding Sunday morning and special event facility needs for Mission Point. This includes upkeep of a facilities calendar and processing facility request forms.
- Procure and maintain Mission Point owned equipment and property as needed.
- Work closely with key positions such as the Director of Ministry Operations, Childrens' Ministry Director, Worship Director & AV/Tech Director, and relevant team members in providing facility support for excellent service experience on Sunday mornings.
- Recognize and troubleshoot problems and apply timely responses to facility issues to minimize service and department interruptions and maintain quality experiences.
- Perform general upkeep and maintenance of facility equipment.
- Oversee and manage the departmental budget.
- Additional tasks as requested.

EDUCATION, EXPERIENCE, SKILLS REQUIRED

- Personal and growing relationship with Jesus Christ
- Consistent involvement in Mission & Ministry of Mission Point Community Church
- Experience in facility management, construction, and maintenance
- Skills in leadership
- Ability to problem solve and then implement solutions
- Natural self-starter

POSITION STRUCTURE

The Facilities Coordinator reports to the Director of Ministry Operations.

TIME COMMITMENT

Part-time

ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for Facilities Coordinator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee
Printed Name_____ Date_____

Employee
Signature_____

Last Revised: 10/2020
CC: Original to Personnel File
Copy to Employee

¹ Revised 10/2020